

Annual Report Memo

TO: Agency Directors/Department Heads

FROM: Mary Flanderka, State Planning Coordinator, Office of the Governor

SUBJECT: **2006 ANNUAL REPORTS**

DATE: June 1, 2006

It's time to prepare the Wyoming State Government Annual Report. To get this process started for 2006, we ask that you be aware of these important dates and complete the requested steps below:

1. **June 12, 2006:** Name an Agency Coordinator. The individual you name should have integral knowledge of your strategic plan and will work directly with Julie Sapp in the Governor's Office and Susan Vittitow in the State Library to compile and publish the report. Please complete the attached form and return it to Susan either:
 - By email to svitti@state.wy.us, or
 - By postal or interoffice mail to State Library publications office, Supreme Court/State Library Bldg., 2301 Capitol Ave., Cheyenne WY 82002.
2. **June 21st, 2006, 2pm:** Budget and Annual Report Coordinator's Meeting.
Please inform your Agency Coordinator of their selection so that he or she may attend. Given the correlation between budgets and annual reports, you may wish to send your budget analyst to this meeting along with your agency coordinator. The meeting will take place in the Cheyenne Herschler Building, Room 1299.
3. **August 25, 2006:** Deadline for Supplemental Budgets and Annual Reports.
Similar to strategic plans, annual reports should support and explain significant supplemental budget requests. As such, and pursuant to W.S. 9-2-1014(a), both are due for submittal on August 25, 2006. Agencies are encouraged to contact Julie Sapp or your agency's policy analyst in the Governor's Office if you need assistance in advance of the deadline.
 - Please send your supplemental budget request to the Budget Division.
 - Please send your 2006 annual report to Julie Sapp in the Governor's Office at jsapp@state.wy.us. The Governor's Office will forward to the State Library and Department of Audit.